

BUDGET ADVISORY COMMITTEE MEETING
June 14, 2004

1. ROLL CALL

The meeting was called to order at 5:35 p.m. Present at the meeting were Committee Chair, Dr. Kerry Waldee, Secretary Scott Spages, Committee member Dan Barr, and new Committee member Stephanie Bell. Also present were Councilmember Crowley, Deputy Finance Director Carol Menke, and Grant Specialist, Colleen Ryan.

Councilmember Crowley introduced Ms. Bell to the Committee. Dr. Waldee welcomed Ms. Bell and briefly explained the Committee's meeting schedule.

2. APPROVAL OF MINUTES – May 10, 2004

A motion was made by Scott Spages, seconded by Dan Barr, to accept the May 10, 2004 Minutes. In a voice vote, all voted in favor. (Motion passed 4-0)

3. OLD BUSINESS

3.1 2005 Budget Calendar

Dr. Waldee inquired about the status of the budget calendar. Ms. Menke advised that the Finance department was making progress on compiling the calendar. Dr. Waldee indicated that the Committee was anticipating having the draft budget by the beginning of August. Ms. Menke stated the calendar and draft budget would be ready when needed.

3.2 BAC Annual Report

Dr. Waldee indicated that the Committee was making satisfactory progress in communicating and getting necessary information from various department heads.

Dr. Waldee requested feedback on the draft he emailed to Committee members. Mr. Spages referred to page 2, the bottom paragraph, and suggested changing language to: "the Town chose not to discontinue donations."

Ms. Menke referred to page 3, and suggested changing language to: "fiscal constraints" to reflect that the Finance Department did not actually place financial constraints but rather, the department was working within the operating budget given.

Mr. Barr asked about Parks Maintenance expenses. Ms. Menke explained various programs handled by the Parks and Recreation Department. She explained that the Town had reorganized few years ago and shifted maintenance expenses of parks to Public Works.

Mr. Barr felt the expenses related to Parks and Recreation should have been outlined in greater detail as its budget was larger. Ms. Menke explained that maintenance expenses had been redirected to Public Works as a separate program. She further explained how those programs were reflected on different accounts and on the total budget for each department.

Mr. Barr made a motion, seconded by Mr. Spages, to request that parks and recreation maintenance expenses be presented as part of the Parks and Recreation department, rather than the Public Works department. In a voice vote, all voted in favor. (Motion passed 4-0)

3.3 Capital Budget Draft

Dr. Waldee indicated that the first reading of the Capital Budget took place one week earlier. He reminded the Committee of its resolution requesting that the Town not build any new facilities other than the fire stations.

Mr. Spages thanked Councilmember Crowley for attending the meeting. He stated that the Committee had been working on being more proactive in improving and streamlining the Town's budget processes in a more logical manner. Dr. Waldee concurred and spoke of the Committee's ongoing requests for a Space Needs Study to help the Town determine what its real needs were.

Dr. Waldee referred to page 2 of the Capital Budget Draft and asked Ms. Menke what was the funding source for expenditures for communication infrastructure.

Ms. Menke advised that Technology and Information Management was a separate internal service fund which had undesignated, unreserved earnings accumulated over the years. She explained that the funds were generated through charges to other departments that used technology and communication services.

Dr. Waldee referred to page 3 of the Capital Budget Draft where Open Space funds were reflected. Ms. Menke indicated the funds currently shown came from impact fees. Dr. Waldee asked about funding for the Van Kirk property purchase. Ms. Menke explained that the property was purchased with funds borrowed from Utilities and advised that the Town was awaiting reimbursement of a large portion from the County and the state.

Dr. Waldee further asked about the wetland sale. Councilmember Crowley explained the role of wetland mitigation in this area of the budget.

3.4 Community Endowment Fund

Mr. Spages indicated he had revisions to the proposal he had presented at the previous meeting with regard to the Community Endowment Fund. He reiterated the Committee's stance on leaving the responsibility for non-profit charitable donations out of the government. Ms. Menke spoke of the origins of the community endowment fund.

Dr. Waldee outlined some of Mr. Spages' revised recommendations which included: spending only the proceeds from the fund; giving only to organizations that would use funds to directly benefit Davie residents; giving only to organizations officially in existence for 6 years or more; and donating only to organizations whose objectives were to help in the areas of a) physical disabilities b) mental illness, c) poor health or physical injury d) those below the poverty level, and e) the economically disadvantaged. Another recommendation was that donations be given to organizations whose priority was to help the youngest to oldest residents in Davie.

Ms. Ryan asked if donations would be restricted to 501(C)3 organizations only and suggested that if so this language should be clearly stated.

General discussion followed on the status of various organizations. Committee members Barr and Spages took issue with some of the charitable organizations which they felt depended too heavily on the Town for their funding.

Mr. Spages made a motion, seconded by Mr. Barr, to request an RFP annually, request or require programmatic and financial reports, request that all funds go directly to the programs and not to administration; indicating 501(C)3 organizations as recommended, and changing 6 years to 5 years as recommended. In a voice vote, all voted in favor. (Motion passed 4-0)

4. NEW BUSINESS

4.1 Grants Update

Colleen Ryan, the Town's Grants Specialist, distributed a copy of her latest monthly grants update report to the Committee members. Ms. Ryan went over the major grants that the Town had received during the last year and the status of current grant applications the Town has pending with the various granting agencies. Ms. Ryan told the Committee about an upcoming grants training session that was being planned for the various Town departments next month and that she's also planning to conduct a grant writing training session for the other Town departments next January.

5. COMMENTS AND/OR SUGGESTIONS

6. ADJOURNMENT

There being no further business to discuss, Dan Barr made a motion, seconded by Stephanie Bell, to adjourn the meeting at 7:04 p.m. In a voice vote, all voted in favor. (Motion passed 4-0.)

Date approved

Chair/Committee Member